

COVID-19 Policies

Employees who have symptoms when they arrive at work or become sick during the day will be immediately separated from other employees, clients, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.

Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

If an employee is suspected or confirmed to have Covid-19 we will close off any areas used for prolonged periods of time by the sick person and notify our landlord, Merritt Properties, so they can thoroughly clean the area.

If an employee is confirmed to have COVID-19, we will inform all other employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

If an employee has been exposed through "close contact" with an affected employee, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time:

- And the potentially exposed employees **has** symptoms of COVID-19 the employee should self-isolate and follow CDC recommended steps.
- And the potentially exposed employees **does not have** symptoms the employee should remain at home or in a comparable setting and practice social distancing for 14 days.

All other employees should self-monitor for symptoms such as fever, cough, or shortness of breath. If they develop symptoms, they should notify their supervisor and stay home.

If an employee is diagnosed with COVID-19 several days after they have been at work, the policy is as follows:

- If it has been **less than 7 days** since the sick employee used the facility, we will notify our landlord, Merritt Properties, and they will clean the office using CDC cleaning and disinfection recommendations.
- If it has been **7 days or more** since the sick employee used the facility. We will notify our landlord, Merritt Properties and they will continue to routinely clean and disinfect all high-touch surfaces in the facility.

An employee who has tested positive for Covid-19 can return to work when the following conditions have been met:

- Option 1: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **an employee will not have a test** to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
 - The employee has had no fever for at least 72 hours (that is, 3 full days of no fever without the use medicine that reduces fevers)
AND
 - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
AND
 - at least 10 days have passed since their symptoms first appeared
- Option 2: If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined **the employee will be tested** to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
 - The employee no longer has a fever (without the use of medicine that reduces fevers)
AND
 - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
AND
 - they received two negative tests in a row, at least 24 hours apart. Their doctor should follow CDC guidelines.